



Missouri FCCLA CHECKLIST AND DUE DATES

This checklist can be used as a handy reference when registering your chapter for the 2016 National Leadership Conference. Details regarding each step are provided in the NLC packet.

✓CHECK COMPLETED	STEP IN THE PROCESS	DUE DATE	REGISTRATION TASK
	STEP 1	April 30	HOUSING and STATE PACKAGE: All housing will be handled through National Travel Systems online. The link will be released on the MO FCCLA website. The costs of the hotel as well as the Missouri package are included in the room costs.
	STEP 2	March- June 15	<p>REGISTRATION: Register for the National Leadership Conference using National FCCLA's online registration system in the affiliation system. Submit conference registration fees to National FCCLA, including STAR Events fees and names of chapter volunteers for National STAR Events. Use the NLC Registration Worksheet to gather information from each student you are registering.</p> <p>Tickets may be purchased from National FCCLA for the optional events: FCCLA Gala, CEU Credits, Run4Red 5K, and tours.</p> <p>NOTE: Early registration ends May 4; conference registration fees increase May 5. Regular registration is from May 5-June 1.</p>
	STEP 3	May 1	STAR EVENTS REGISTRATION due to National FCCLA May 4 (costs increase after May 4).
	STEP 4	May 1	Chapter advisors must make any corrections to STAR Events participants by May 4 to National FCCLA.
	STEP 5	May 15	Complete and return the <i>Authorization Form for Independent Delegates</i> , if needed, to the state office (Fax: 573-526-4261).
	STEP 6	May 15	Have your students complete and return to you the <i>Sample Medical Release Form</i> and <i>Conduct Code Form</i> to keep in your possession at the conference.
	STEP 7	June 1	Balance of housing payment due to National Travel Systems.
	STEP 8	June 15	Balance of registration payment due to National FCCLA.

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